

## **FIRE SAFETY IS A STATE OF MIND!!**

People want their business or facility to be as safe as possible for their clients, their staff, and themselves. However, unless they are in the Fire Safety business, many people are not aware of the ways to keep their facilities fire safe.

The Virginia State Fire Marshal's Office has developed these informational brochures so our clients may learn some of the tips for fire safety. These tips are based on the most common Virginia Statewide Fire Prevention Code infractions we find in Child and Adult Day care type facilities.

## **10 HOT FIRE SAFETY TIPS!!**

1. **Exits:** Exit doors, stairways and corridors are provided so that people using the facility have an easy means to exit the building in the event of an emergency. Most often, but not always, these exit ways are marked with exit signs. Often, but not always, these doors are operated by panic type hardware, which a person merely has to push to open the door.

Furniture, toys, or anything that will keep people from getting to an exit in normal lighting, darkness, or smoky conditions must never block exit ways, even temporarily. Also exit doors must never be locked from the inside when the building is occupied.

2. **Emergency Lighting:** Many Day Care facilities have emergency lighting, which provides *temporary* lighting in the event of power failure. This lighting is not designed to allow normal operations during a power failure but only minimal lighting for up to one hour to allow safe evacuation of your facility.

Battery operated emergency lighting is to be checked once a month. Pushing or sliding the test button provided can do this. Yearly, the light must be tested by disconnecting power to it or by cutting power to the facility (if practical) for one hour.

3. **Exit Lights:** Most Day Care facilities have exit lighting at each required exit door. The lights in these fixtures must be operating at all times. If these fixtures have battery back up they are to be tested as above.

4. **Extension Cords:** Extension cords are to be used for temporary use *only*. Temporary use includes Christmas lighting and using an audiovisual device somewhere other than where it is normally kept. Extension cords are never to be run through doors, windows, or under rugs or carpeting. If the cords from an appliance do not reach an outlet, a permanent outlet should be added to supply that appliance.

5. **Multi-Plug Adapters:** Multi-plug adapters are designed to allow more than one plug to be plugged in to a single outlet. Only approved multi-plug adapters are allowed in Day Care facilities. If additional outlets are needed, permanent outlets should be provided. These may require an additional circuit. Certified electricians should be contacted to do this type of work.

6. **Fire Alarm:** Many Day Care centers have a fire alarm system. These systems are required to have an annual maintenance check done by a trained alarm technician. Manual pull stations are required to be tested every six months. In Day Care facilities that have battery operated smoke detectors, staff must test the smoke detectors weekly and keep a log of those tests.

7. **Fire Drills:** Day care facilities are required to hold fire drills on a regular basis. If your facility has infants, the drills must be held at least once per quarter for each shift, with a minimum of 12 drills per year. If your program only meets during the normal school year, you must have two drills during the first two weeks of school and eight additional drills during the school year.

8. **Sprinkler Systems:** If your facility has a sprinkler system, tests and inspections must be performed on a quarterly basis. There are companies listed in the phone book that do this type of work.

9. **Fire Extinguishers:** NFPA Standard 10 maintenance is required once per year. Trained vendors perform this maintenance. Designated staff must perform a monthly visual inspection of every fire extinguisher, initial and date the tag on the extinguisher. Report any broken, missing or expelled fire extinguishers to the school director for repair or replacement.

10. **Records:** It is important to maintain accurate records of all fire drill, fire alarm tests, sprinkler tests, and fire extinguisher maintenance and inspections.

**IF YOU HAVE QUESTIONS OR NEED  
ADDITIONAL INFORMATION  
CONTACT THE REGIONAL STATE  
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# **TIPS**

**FOR DAY CARE CENTERS**

Based on the  
Virginia Statewide Fire Prevention Code

Presented by



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